

U.S. GOVERNMENT SPONSORED CONTRACTORS

Please provide the additional information that is required for completing the ERLS Registration Form DD2875 for Government Sponsored Contractors outlined below.

Mail or email completed form to:	FAX form to:
DLIS-TAM Defense Logistics Services Center 74 Washington Ave N Ste 7 Battle Creek, MI 49037 dlisacctmgmt@dla.mil	DSN: 661-5925 COMM: (269)961-5925

Contractors must be sponsored by a U.S. Government Employee to access this system. ERLS registration requires unique information that needs to be included on the DD 2875 registration form, and the form must be completed in its entirety. The following information is provided to assist in completing the ERLS registration form DD2875. Please add the required information into Block 27, Optional Information, if there is not a logical place for it in the form, **attach additional pages if necessary.**

Sponsor Information - The following information must be completed and signed by the U.S. Government Contracting Officer Representative (COR) and entered into Block 27, Optional Information on form DD 2875.

U.S. Government Branch of Service or Agency: (i.e. Army, Navy, Air Force, DLA, etc.)

Major Command: (i.e. Army Materiel Command, Defense Reutilization and Marketing Service, etc)

Activity Name: (i.e. DRMO Lewis, or ICP: DSCR, DDNV, etc.)

Installation Name: (i.e. Fort Lewis, Wright-Patterson AFB, DSCP, etc.)

Government Contract Officer Representative (COR). By signing this block, you agree that the contractor named in Part 1 requires access to ERLS in order to perform their contractual obligations at your agency. (Block 27, Optional Information)

COR Signature: _____
COR Name (print): _____
Office Symbol/Code/Mail Stop: _____
Organization: _____
Street/PO Box: _____
City/State/ZIP Code: _____
City/Country (If APO or FPO address): _____
Commercial Phone: _____ DSN: _____
Email Address: _____ Fax: _____
Contract Number: _____
Contract End Date _____

Contractor's DLA Standard LOGON or User ID: _____

Contractor's Information – Enter in Part 1 of DD2875

Levels of Access:

Levels of Access: Select one Level of Access listed below that is required to perform your duties and enter into Block 27, Optional Information.

- Activity information where employee is located
- Activity and Installation information where employee is located (they must have installation reporting requirements for this access)
- Installation information where employee is located, plus other installations including off site or generator sites
- Region information (read only)

Enter one Type of Access required, listed below, into Block 27, Optional Information

Activity Group
 Installation Group
 DRMO Level 1 user
 DRMO Level 2 user
 Chemical Manager
 ICP Group
 HQ DLA

Security Verification, Complete Part III of DD2875

If you are a DoD sponsored contractor, you must have this block completed by your Contract Officer Representative/Security office. If received without annotation and signature, your form will be returned without further action.

Personnel Security Officer. Access to this system requires the user to have a National Agency Check (NAC) or equivalent type of Investigation. If this level of investigation has not been completed for this person, contact the OPM Investigations at <http://www.opm.gov/extra/investigate/>. I do certify that all information given in this Registration is true and correct to the best of my knowledge and belief, and that I have not knowingly omitted any information which is inconsistent with this registration. I acknowledge that the submission of false or misleading information and/or the concealment of any material facts may constitute a violation of the provisions of 18 USC 1001. To expedite your request, please fax a copy of your security clearance with your paperwork.

Each Type of Access allows certain privileges in ERLS. Your job requirements determine your access privileges. Review the following descriptions and decide which type of access you require to do your job and select one Type of access from the list above.

Activity Group: This person will have access to the inventory data entered for a particular activity on an installation. Only that activity will be visible to the user. This would be appropriate for a Depot user on a non-DLA installation, or a DRMO user that has no, or needs no access to, off site or generator sites outside their own installation. You can prepare an annual chemical balance report to give to your installation for inclusion in the EPCRA reporting for the entire installation.

Installation Group: This person will have access to the data entered for all activities on an installation. This would be appropriate for someone who is responsible for EPCRA reporting for the entire installation. You can produce the annual EPA TIER I and TIER II reports required for EPCRA reporting.

DRMO Level 1: Your DRMO has a RIC+1 ending in the letter "A". If you select this option, and your DRMO RIC+1 does not end in A, we will assign you to DRMO Level 2.

You can access all the inventory data entered for all DRMO activities on any installation that has the same first three positions of the RIC+1 equal to yours. This will include visibility of DRMO Off sites and Generator sites for both your activity and your Offsite facilities. You can prepare an annual chemical balance report to give to your installation for inclusion in the EPCRA reporting for the entire installation. You can provide this information to each installation whose inventory you manage.

DRMO Level 2: This access is for the DRMO employee. You will have access to the inventory data entered for all DRMO activities on any installation that have a RIC+1 equal to yours. This will include visibility of Generator sites for your activity. You can prepare an annual chemical balance report to give to your installation for inclusion in the EPCRA reporting for the entire installation. You can provide this information to each installation whose inventory you manage.

Chemical Manager: This person will have access to the table information recorded in ERLS. Headquarters Defense Logistics Agency determines personnel assignment. This user will be able to update the chemical and regulatory information recorded in ERLS.

ICP Group: This person will have access to environmentally preferred item data including update. You can view reports on environmental purchases and sales. You have no EPCRA reporting responsibilities. If you have EPCRA responsibilities but also must report for environmentally preferred items, indicate this by selecting both the installation and ICP groups.

HQ DLA: This person will have read access to all environmentally preferred item reports for DLA reporting.